

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 2, 2006

PAYROLL LETTER #06-009

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **DEPARTMENT OF CHILD SUPPORT SERVICES REQUEST FOR CHILD SUPPORT INFORMATION**

Recently, many of you may have received correspondence from the Department of Child Support Services (DCSS) requesting specific child support information. This information request was sent via Form FL-195, Data Acquisition Message and Form DCSS 0116, Child Support Case Information – Non IV–D.

State Controller's Office staff contacted the DCSS and was informed this mailing was not intended to go to State agencies/campuses. There was, however, no way for DCSS to strip these addresses from their mass mailing. As such, agencies and campuses should ignore the request for information dated May 9, 2006. Our office has been working with the DCSS during the past year in preparation of a new requirement to send certain support payments through their State Disbursing Unit for distribution. You may have heard through the Transaction Supervisor Forum or the Personnel/Payroll Review Committee meetings that we will contact you in the future to obtain information required for the transition to the new distribution process.

It is our intention to give you sufficient lead-time to respond to our request for information on those support cases that were sent to our office via Form STD. 639. In the meantime, you may want to start reviewing your personnel files for copies of court orders pertaining to on-going support. You will need the court order to respond to our forthcoming request for information.

The DCSS apologizes for any confusion this may have caused. Questions regarding this payroll letter should be directed to Lynn Black at (916) 327-3926 or via email at lblack@sco.ca.gov.

JRH:SW:PMAB